

SWS

12 March 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. MANAGEMENT TRAINING

1. GENERAL

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a. On 10 March, Mr. [redacted] made a presentation to the TSD Training Staff on "The Use of Training Aids" with an emphasis on Technamation Techniques. This was part of a special workshop being conducted by Mr. [redacted] for the purpose of improving the effectiveness of TSD briefings.

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b. Twenty mechanical "student responder units" were built by [redacted] for experimentation purposes. The units were used briefly in the finance portion of the Field Finance and Logistics Course and will be used throughout the March running of the Administrative Procedures Course. Initial reaction to their use was very favorable. The instructor commented that he "appreciated having the immediate knowledge of who did and who did not understand the material." One student commented that she "liked knowing that she had the knowledge correct before she had to apply it to a practical exercise."

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c. The Microfilm Information Systems Seminar was held at Headquarters Building from 3-5 March 1971 for 34 Agency employees. Mr. [redacted]

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[redacted] conducted the program. On the basis of student critiques, personal observation of a MTF member, and informal discussions with Seminar participants, it is safe to say that it was a most successful venture. Some minor changes will be suggested before the May 12-14 running. OTR will administer the May Seminar but will coordinate many of the items (quotas, payment, materials, etc.) with the Support Services Staff, DD/S.

d. The special workshop on Performance Appraisal for Printing Services Division, OL, was completed on Thursday, 11 March. The 46 participants included virtually all PSD supervisory personnel and specifically both Chief and Deputy Chief, PSD. A number of students and C/PSD were enthusiastic about the opportunity provided to clarify guidelines on performance appraisal and to exchange ideas on approaches and techniques. A student critique will be completed early next week and should provide more detailed student reaction to the amount of time provided, the relevancy of the questions dealt with and the course design. There seemed to be a consensus that some sort of program on performance appraisal for non-supervisory personnel would reinforce the effectiveness of the workshop and as a step in this direction C/PSD had the two-hour session on Thursday afternoon taped.

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[redacted] Chief, TSD Training, who monitored the two morning sessions, seemed particularly impressed with the opportunity for improved vertical and horizontal communication between supervisory personnel that the course design afforded.

2. SUPERVISION

Supervision Course #120 was completed on 5 March 1971. For the most part it provided an opportunity to further test out earlier innovations in course content. Some seventy-three percent of the students rated the course as either "Fully Applicable" or "Almost Fully Applicable," the highest for this course in some time.

3. MEDC

- a. All nominations for Midcareer Course No. 28, which will begin on 4 April 1971, have been received and letters have been sent to all registrants notifying them of their selection. There was no nomination from the Director's Office this time - the extra slot was offered to the DDS&T Directorate.
- b. Prework was sent to the MEDC No. 28 registrants who will attend the Phase I-Grid week of the course from 4-9 April 1971.
- c. Memoranda have gone to both the DDCI and DCI inviting them to speak at the opening and closing sessions of MEDC #28 on 31 March and 14 May, respectively.
- d. Arrangements for the 28th Midcareer Course Field Trip have been completed. The Class will visit Headquarters, SAC at Offutt AFB, Nebraska; Warren AFB, Cheyenne, Wyoming; and NASA, Cape Kennedy, Florida.
- e. The Midcareer Staff plans to invite the following persons, who normally attend the Director's Daily Staff Meeting, to speak in the upcoming 28th Midcareer Course:

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Monday, 12 April:

Lawrence Houston

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Thursday, 15 April: Thomas Karamessines

At Headquarters:

Tuesday, 4 May: Col. L. K. White
(at 5:30 - 7:30 p.m., reception in Executive
Dining Room)

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f. The "DDS&T" Day in the upcoming Midcareer Course has been set for Thursday, 22 April. As usual, the scheduling of the speakers will be done by the S&T Directorate. In making the arrangements with William [REDACTED] Deputy Chief/Intelligence and Liaison Support Staff, Mr. [REDACTED] specifically requested that Dr. [REDACTED] be invited to give the opening talk.

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g. Preliminary steps have been taken to invite Dr. Wernher von Braun, Deputy Associate Administrator, NASA, to speak in Phase III of the next Midcareer Course. The matter was first coordinated with [REDACTED] Office of the Director and the Office of Security is now obtaining the necessary approval to extend the invitation.

B. ADMINISTRATIVE TRAINING

1. SUPPORT SERVICES REVIEW: TRENDS AND HIGHLIGHTS

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The twenty-eighth Support Services Review: Trends and Highlights Course is running smoothly with 47 students in attendance - nine women and 38 men. Mr. [REDACTED] 25X1A9a newly appointed Deputy Chief, Support School - Administrative Training, will assume responsibility for this course in future runnings. The presentation on SIPS has been made heretofore by [REDACTED], OTR with assistance from the SIPS Task Force. In the future, Mr. [REDACTED], Deputy Chief of the Task Force, will plan and present this topic.

2. CLERICAL TRAINING FACULTY

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a. New Procedure for EOD's: Mr. [REDACTED] have decided that during the months when fewer clerical employees enter on duty the incoming personnel will arrive every other Monday instead of every Monday as has been the custom for many years. The new procedure is now in effect with the EOD date coordinated with the first Monday of the pay period. On 22 February, therefore, 31 people entered on duty; on 1 March there were no EOD's; and on 8 March those will enter on duty who would have reported on that date as well as those who would have come in on 1 March. This plan will be

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in effect until the June graduates arrive in large numbers when, of course, EODs will come in every Monday. Because of this change, for alternate weeks there will be no statistics submitted in regard to numbers entering on duty, numbers tested, or numbers involved in briefings.

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b. EOD Briefings Taped: Mr. [redacted] Chief, Staff Personnel Division, Office of Personnel, indicated sometime ago to Miss [redacted] Chief, Clerical Staffing Branch, that Mr. Fisher, Director of Personnel, and Mr. [redacted] Deputy Director for Recruitment and Placement, requested that tapes be made of the presentations of the several individuals responsible for briefing new clerical employees. We understand that other officials in the Office of Personnel are interested in hearing what is said to incoming Agency clerical personnel. Arrangements were made for these tapings to be done on 22 and 23 February 1971, and the presentation by the member of the Clerical Training Faculty was included in the recordings.

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Chief, Support School